



1 Midan Digla P.O Box 39
Maadi 11431 Cairo, Egypt
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Strategic Initiatives and Curriculum Coordinator

Position

Cairo American College (CAC) is seeking a highly organized, visionary, and strategic professional to lead the implementation, coordination, and monitoring of key institutional initiatives and the PK-12 Curriculum. The successful candidate will work closely with the Head of School and the Leadership Team to ensure that CAC's 2025–2035 Strategic Plan is effectively operationalized through alignment with annual goals, accreditation directives, and ongoing school improvement efforts.

This role also serves as the school-wide coordinator for PK–12 curriculum initiatives, ensuring coherence, consistency, and innovation in teaching and learning practices. The Strategic Initiatives and Curriculum Coordinator will collaborate with divisional and departmental leaders to drive the continuous advancement of CAC's academic programs and school-wide professional development. Other relevant duties will be assigned as needed.

Key Responsibilities

Strategic Initiatives

- Lead the implementation and monitoring of CAC's 2025–2035 Strategic Plan in collaboration with the Head of School and Leadership Team.
- Facilitate strategic planning processes, including goal-setting, progress tracking, and evaluation of key performance indicators.
- Coordinate cross-divisional initiatives to ensure alignment with CAC's mission and strategic priorities.
- Develop systems and tools for monitoring institutional progress toward strategic goals.
- Support accreditation processes by aligning strategic initiatives with accreditation requirements and documentation.



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Communicate progress and outcomes of strategic initiatives to internal and external stakeholders.

Curriculum Coordination

- Oversee the review and alignment of PK–12 curriculum to ensure continuity, rigor, and relevance.
- Collaborate with divisional principals, department heads, and teachers to maintain a coherent and vertically aligned curriculum framework.
- Facilitate curriculum mapping, documentation, and data analysis to inform instructional improvement.
- Support the integration of innovative and *research-based teaching and learning* practices.
- Manages the professional development fund and school-wide strategic professional development.

Leadership and Collaboration

- Serve as a bridge between strategic and academic planning, growing collaboration among all divisions.
- Facilitate communication between the Leadership Team and faculty to ensure shared understanding of strategic institutional goals.
- Represent CAC in relevant professional networks and partnerships that support school improvement and strategic growth.

Staff development

- Collaborate with Principals to develop an annual and multi-year Professional Development Plan that aligns with strategic needs, the strategic plan, and accreditation suggestions.
- Enhance teaching and learning by supporting agreed-upon in-campus staff development initiatives; consistently monitor and report on comprehensive PD data.



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- Support Principals and staff in creating in-service programs for teachers and administrators by coordinating staff development initiatives and consultant visits.
- Organize learning opportunities like book studies and PLCs when suitable, necessary or asked for, support a culture of growth and development among the faculty.

Accreditation and Strategic Planning

- Oversees the accreditation process.
- Compiles and synthesizes data, supports committee efforts, and monitors advancement on visiting team recommendations for punctual feedback to Accrediting bodies.
- Accumulates data pertinent to the progression of the Strategic Plan, in tandem with data concerning the Accreditation efforts, establishing a comprehensive view of the overall school progress.

Qualifications and Experience

- **Education:**
 - Master's degree required.

Required Experience

- Administrative experience in strategic planning and curriculum coordination within international or independent school settings, with a demonstrated ability to operate at a systems strategic level.
- Administrative experience leading school-wide strategic initiatives that involve cross-divisional collaboration, measurable impact, and alignment with institutional mission and accreditation frameworks.



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- Administrative experience in PK–12 curriculum vertical and horizontal alignment
- Substantial experience with accreditation and strategic planning, particularly in contexts requiring integration of strategic priorities, data analysis, and institutional reporting.
- Demonstrated success in synthesizing and presenting academic, strategic, and operational data to leadership, Boards, and external stakeholders in formal settings.

Skills and Attributes

- Exceptional strategic and analytical thinking skills, with the ability to connect institutional goals to curriculum and instructional priorities across PK–12.
- Expertise in data analysis and presentation, including the capacity to synthesize educational, strategic, and assessment data into clear visual and narrative reports that inform decision-making and strategic progress.
- Strong organizational and project management abilities, with a demonstrated record of coordinating complex, multi-division initiatives involving curriculum alignment, accreditation, and/or strategic planning.
- Excellent written, verbal, and visual communication skills, with the ability to present complex ideas clearly and confidently in high-stakes or time-sensitive settings (e.g., Board meetings, leadership retreats, accreditation visits).
- Collaborative and facilitative leadership style that supports alignment, coherence, and shared ownership of strategic and curricular goals across all divisions and departments.
- Understanding of curriculum articulation and implementation, ensuring vertical and horizontal alignment that supports CAC's Mission and Strategic Plan.
- Demonstrated commitment to continuous improvement, innovation, and reflective practice in both strategic leadership and curriculum development.